Donor Portal Instructions
Navigating Your Fund Online

This password-protected access allows you to see your fund information.

To become a registered user of the Donor and Volunteer Login:

2. Click on “Donor Services and Volunteer Information” on the upper-right menu of the website:

3. Register as a new user:
4. After logging in, you will see this page:

**Welcome Donors**

Welcome to our online donor service area. Use it at any time, seven days a week, to check your fund balance, see how much you have available to grant, recommend a grant or get other information about your charitable fund.

*We highly recommend*

1. Using a browser other than Internet Explorer -- such as Chrome, Firefox or Safari. They will give you the best results on the donor pages of our website.

2. Using the **full year 2020** in your searches, rather than 1/6/20

**Online Donor Services**

*See Instructions* For Using Our Online Donor Service.

**Your Giving**

- **View your Fund Statement** - Get a balance sheet and revenue statement updated through the most recent month (unaudited), for a date range you determine.

- **See how much you can grant** - Fund Summary gives you a snapshot of past and pending grants, gifts and grant dollars available.

- **Review your past grants** - Look up grants you have recommended in recent years. Or view a **four-year summary** of your grants. Or **search for a nonprofit** among all Community Foundation grants.

- **Review your past gifts** - Look up past gifts you made to any Community Foundation fund.

- **Recommend a grant** - Make a paperless request for a grant; look up past grant recipients.

- **Check gifts to a fund** - Review the history of all gifts made to your fund.

New login accounts: The links to your fund accounts may take up to 48 hours to activate.

Questions or login issues? Email info@cffoxvalley.org or call 920.830.1290.

---

Revised 5/01/2020

\Communications - Marketing\Presentation Folder Handouts\CFFVR General INFO handouts